

**YEAR 9 PERSONAL LEARNING PLAN**

**Semester Two 2013**

Name:

**Year 9 Personal Learning Plan**

**Mentone Girls’ Secondary College Semester Two 2013**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_

***SESSION ONE: Wednesday 24th July***

1. Reflect on your work from last semester. What three things were you the most proud of from your work last semester?
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1. What in particular made you proud of this work? *(e.g. was it how well you worked on it, or was it because it was something you have always struggled with and you did a good job?)*
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1. Values are things that you consider to be important and explain a lot about who you are. For example, some people think being honest, hardworking and caring about the environment are all important values. There is a list of a few values on page four of this document.

My top three values and how these values assist me at school:

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List at least six of your strengths and special abilities.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. If someone else described you to an employer, what would you like him or her to say were your four most important strengths? Write them below:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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***SESSION TWO and THREE: Wednesday 18th September and Wednesday 30th October***

A skill is something you do well, such as playing basketball, reading or speaking in public etc… We all have skills and it is important that you recognise the skills you have now and the skills you need to develop.

1. Read through the list of skills in the table below. You will probably have some of these skills already. Read through them carefully using the examples to help you understand them.
2. Develop a key for key for them using four different colours or patterns for the categories, e.g.

* Red: very good at
* Blue: can do
* Green: like to develop
* Grey: doesn’t apply to me

1. Now code the list of skills on the blank table according to your key.

|  |  |  |
| --- | --- | --- |
| **Skill** | **Example** | **Colour Code** |
| Team work | Helping a new student to settle into your class |  |
| Working with numbers | Saving pocket money or wages, balancing a bank account |  |
| Being creative | Writing stories, using computer graphics, painting, photography |  |
| Staying fit | Practising and playing sport regularly |  |
| Communication – listening | To friends and teachers, etc… to ensure you pass on messages accurately |  |
| Developing technology/computer skills | Operating a camcorder, using a computer |  |
| Planning and organising | Arranging the school formal or a team for a local competition |  |
| Information gathering and research | Finding information for a school assignment |  |
| Problem-solving | Working out how to get to a place, solving puzzles |  |
| Designing new things | Handcrafts, technicrafts, clothing |  |
| Assembling or repairing things | Repairing punctures to bike tyres, assembling kits |  |
| Learning new skills | New dance steps, subjects, sports skills |  |
| Managing | Your time, your money, others in a team |  |
| Following instructions | Getting a meal ready, following a recipe |  |
| Showing initiative | Getting on with things without having to be told |  |

1. Complete the following table using the information below:

|  |  |  |  |
| --- | --- | --- | --- |
| Exploring Career/Part Time Work Options | | | |
| **Skills** | **Values** | **Part-Time or Volunteer Work** | **Networks** | |
| *e.g. Gardening* | *e.g. Challenge, responsibility, independence, variety, helping others, quiet* | *e.g. maintaining gardens for elderly people* | *e.g. parent/grandparents/friends* | |
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1. In the Skills column write down four skills you are good at using the information on the previous page. You could also refer to the Employability Skill List at the back of this booklet if you need help with this section.
2. In Column 2, list some values (from Question 3 or the table below) that you consider relate to each of the skills you have listed:

|  |  |  |
| --- | --- | --- |
| **List of Values** | | |
| Challenge  Money  Friendship  Learning  Routine  Team work  Independence  Variety | Risk  Responsibility  Confidence  Security  Creativity  Freedom  Helping others  Communication | Recognition  Pressure  Surroundings  Respect  Quiet  Organisation  Status  Precision |

1. Complete Column 3 by brainstorming ideas of part time work or volunteer work that you could participate in to make good use of these skills and values.
2. Complete Column 4 by coming up with a good network of people who could assist you with this work. It could be people you know well, like family members, or people in the community or in organisations who you could approach.
3. Now review the entire table. Are there skills, values, work and networks that could help you in developing your career options for once you left school? Explain why or why not.

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***SESSION THREE: Wednesday 30th October***

Look at all the skills you have already worked through on previous PLP sessions throughout the year. Now complete this checklist by writing all the things you are very good at.

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| **My Skill** | **How I learned this skill and/or how I currently apply this skill** | **A job that would require this skill** |
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**Form Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYABILITY SKILLS FRAMEWORK**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Communication**  *I can….* | **Planning and Organising**  *I can….* | **Team Work**  *I can….* | **Technology**  *I can….* | **Problem**  **Solving**  *I can….* | **Learning**  *I can….* | **Self- Management**  *I can….* | **Initiative and Enterprise**  *I can….* |
|  |  |  |  |  |  |  |  | **Macintosh HD:Users:shelleyhatch:Desktop:u28199474.jpg** |
| **Skills** | * Listening and understanding * Speaking clearly and directly * Writing to the needs of the audience * Empathising * Speaking and writing in languages other than English * Using numeracy * Being assertive * Sharing information | * Managing time and priorities * Being resourceful * Taking initiative and making decisions * Allocating people and other resources to tasks * Planning the use of resources including time management * Collecting, analysing and organising information | * Working across different ages and irrespective of gender, race, religion or political persuasion * Working as an individual and as a member of a team * Knowing how to define a role as part of the team * Applying team work to a range of situations e.g. futures planning, crisis problem solving * Identifying the strengths of the team members * Coaching and mentoring skills including giving feedback | * Having a range of basic IT skills * Applying IT as a management tool * Using IT to organise data * Being willing to learn new IT skills * Having the OHS knowledge to apply technology * Having the physical capacity to apply technology e.g. manual dexterity | * Developing creative, innovative and practical solutions * Showing independence and initiative in identifying problems and solving them * Solving problems in teams * Applying a range of strategies to problem solve * Applying problem solving strategies across a range of areas | * Managing own learning * Applying learning to technical and people issues * Having enthusiasm for ongoing learning * Being willing to learn in any setting * Being open to new ideas and techniques * Being prepared to invest time and effort in learning new skills * Acknowledging the need to learn in order to accommodate change | * Working across different ages and irrespective of gender, race, religion or political persuasion * Working as an individual and as a member of a team * Knowing how to define a role as part of the team * Applying team work to a range of situations e.g. futures planning, crisis problem solving * Identifying the strengths of the team members * Coaching and mentoring skills including giving feedback | * Adapting to new situations * Developing a strategic, creative, long term vision * Being creative * Identifying opportunities not obvious to others * Translating ideas into action * Generating a range of options * Initiating innovative solutions |